

Harding University Proxy Instructions:

Overview

Due to federal law (FERPA), Harding is not allowed to release student information to anyone without the student's permission. This process will allow the student to designate one or more people who can view or discuss their student information. A person given authorization, many times a parent, is given **Proxy** access.

Because of the law, the student must complete Part A, then the person they wish to allow access (the Proxy) will receive an email and must complete Part B in order to have access.

Part A – Student's Portion - Must be completed on a desktop/laptop.

1. Log in to pipeline.harding.edu using your username and password.
2. Under the **Student** bar, click on **Proxy Access**.
3. Click on **Proxy Management**.
4. Click on **Add Proxy**.
5. Fill out proxy's name and e-mail address and click **Add Proxy** (Make sure the e-mail is accurate). Your proxy will receive an email with instructions on how to complete Part B, however no permission has been granted until the rest of these steps are completed.
6. Once proxy access has been added the screen will collapse and you will see Expand with your proxy's name next to it. (example: Expand John Doe). Click on your **proxy's name**.
7. Please carefully read the information at the top of the page as it describes each field and the permission you are granting. Fill out the Proxy Profile information completely, then if you have chosen to provide a passphrase, click **E-mail Passphrase**. An e-mail will be sent to you and your proxy with the passphrase.
8. Click **Authorizations tab** above in the yellow bar. Check desired page authorizations. Click on **Email Authorizations** and an e-mail will be sent to your proxy telling them the pages to which you have granted them access.
9. You are done.

Part B – Proxy's Portion - Must be completed on a desktop/laptop.

You will receive an email with the subject "New Proxy identity". This provides the link and the initial password (Action Password) for you to view your student's information.

1. Copy the link and paste it into a browser search bar.
2. Enter the Action Password from the message and click **Login**.
3. On the Reset PIN page, create your pin using the email address and your Action Password (in the Old PIN box). Enter a PIN (minimum 6 characters) and click **Save**.
4. Complete Proxy Profile information and click **Save**.
5. Click on your **student's name** in the yellow bar above to see their information.

When you return later:

1. Go to pipeline.harding.edu
2. Click **Login** at the top of the page.
3. At the bottom of the screen, click **Proxy Access**
4. Click **Proxy Access Login**
5. Enter your email address and PIN and click **Login**
6. Click on your **student's name** in the yellow bar.

For Proxy assistance, please contact the Alumni Office:

501-279-4276

800-477-4312 ext. 1

alumni@harding.edu